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SUBJECT TO GENERAL DECLASSIFICATION SCHEDULE
OF E. O. 11652, AUTOMATICALLY DOWNGRADED AT
TWO YEAR INTERVALS AND DECLASSIFIED ON

31 December 1979
(Insert date or event)

DCI/IC 73-0500
5 June 1973

MEMORANDUM FOR: D/DCI/IC

SUBJECT : Proposal for Reorganization of USIB
Committee Structure

REFERENCE : Draft Report of the USIB Committee
Survey Task Group, O/DCI/IC Staff,
Confidential

1. This is a follow-up to our discussions on 4 June 1973 regarding an IHC annual report and specifically, the roles and mission of the IHC and reorganization of the IHC subcommittees and the IHC Support Staff. Attachment A for your information is a copy of the IHC input to General Graham's [redacted] survey for the DCI, of the USIB Committee structure.

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2. I attended a briefing by [redacted] of the proposed reorganization of the USIB committee structure today. As you are aware, it is proposed that the IHC be retained as a USIB committee. This was discussed in the briefing, however, no details regarding roles, mission or organization were discussed.

3. The following comments will apply to the Reference study: Page 6, para 11 (Attachment B). It is proposed that the following be substituted for paragraph 11. "It is recommended that the Intelligence Information Handling Committee be retained as a DCI committee charged with: (a) promoting the timely and coordinated handling and exploitation of intelligence and intelligence information within the intelligence community, (b) effecting a continued improvement, integration and efficient use of community information handling resources, (c) exercising DCI review authority for community wide information handling systems (e.g., [redacted], processing centers and current intelligence systems to include related telecommunications and teleprocessing systems, and (d) to include the responsibility to issue community ADP guidelines and standards. The IC Staff, supported by the IHC and the IHC/SS would be responsible

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for long range planning and resource programming guidance functions in the information handling area. The IHC Support Staff will be assigned to the IC Staff. The IHC/SS will be a fully integrated community staff which will be concerned with all aspects of community information handling and related telecommunications and teleprocessing and responsible to the Chairman, IHC. Annex A, page 2, para 4 (Reference): "As a point of departure, the problem was addressed in terms of the fundamental divisions or sub-systems of the intelligence process; namely (a) collection, (b) processing and exploitation, and (c) production. The support functions, such as security and information handling, were each handled as separate problems." The problem with this statement is that information handling is an integral part of the processing and exploitation sub-system. It is necessary to address the IHC responsibilities delineated above or either in the Reference document (see Attachment B) as an integral part of processing and exploitation and, in my judgement, not examine information handling in a detached fashion; i.e., you have to look at the "system."

4. One omission in the Reference study is the USIB Telecommunications Working Group. This group was established by the DDCI in November 1971 to undertake a study of existing and proposed networks in the Washington area serving the intelligence community. They were also tasked to address the question of the need for a more permanent communications body for continuing support to the USIB. [redacted] Director of Communications, was the Chairman of the TWG. He subsequently in a memorandum to the Chairman, IHC, and personal discussions I had with him, recommended that the IHC absorb the TWG functions. I also endorse this position. 25X1

25X1 5. [redacted] has stated that I would be directly involved in rewriting DCID No. 1/4. This directive, of course, will delineate the specific responsibilities of the IHC.

6. Overall the specific roles and mission of the IHC and reorganization of the IHC subcommittees and support staff as detailed in Attachment C of Attachment A, I believe, are in general agreement with the objectives of the IC Staff.

[redacted] 25X1
Chief, IHC Support Staff

Atts (2)

Distribution: Orig - Addressee w/atts ✓ - IHC/SS Chrono
1 [redacted] w/atts
1 - IC Registry w/atts
1 - IHC/SS Subject w/atts

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INTELLIGENCE INFORMATION HANDLING COMMITTEE
of the
UNITED STATES INTELLIGENCE BOARD

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Office of the Chairman

IHC-MM-401
27 March 1973

MEMORANDUM FOR: General Daniel O. Graham

SUBJECT : DCI Survey of USIB Committee Structure

REFERENCE : General Graham Memo to USIB Committee
Chairmen; Same Subject; Dtd 23 March 1973;
Confidential

1. In response to the Reference attached is information on the structure and activities of the Intelligence Information Handling Committee (IHC) of USIB.

2. Attachment A is the statistical data requested in Reference Paragraph 3.

3. Attachment B is a description of the substantive work performed by the IHC and/or subcommittees/working groups.

4. Attachment C is a copy of the organizational plan proposed for new IHC subcommittees which would replace the existing subcommittees.

5. Attachment D is a copy of a plan to handle Data Element and Code Standardization for the Intelligence Community.

6. If you have any questions regarding the attachments, please contact [redacted] Executive Secretary, IHC, on Extension [redacted]

[redacted]
Chairman

Attachments: 4

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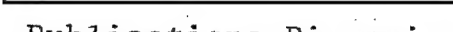
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b. Number of Meetings held since 1 Jan. 1972

| | |
|---|------|
| Intelligence Information Handling Committee | - 15 |
| System Design and Development Subcommittee | - 6 |
| Research and Development Subcommittee | - 3 |
| Education and Training Subcommittee | - 5 |

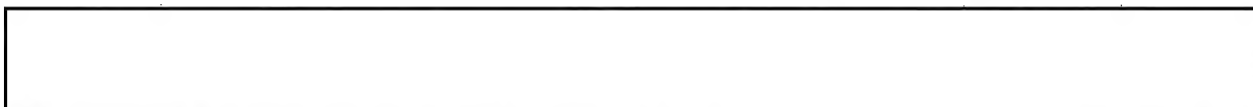
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|  | - 5 |
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c. Publications Disseminated by the Committee since 1 Jan. 1972

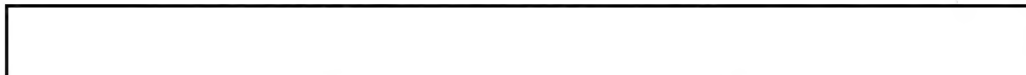
1. User Needs for Community Commo/Computer Network
7 January 1972



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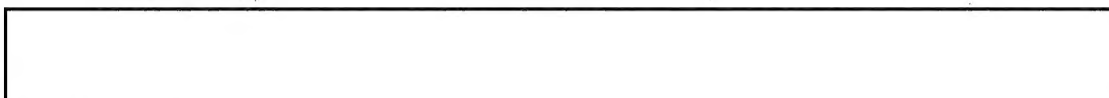
3. Intelligence Information Handling Committee Mid-Year Report - 26 January 1972

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5. Inventory Report - 1 August 1972
6. Fifth Annual Report for FY-72 - 16 August 1972
7. Annex B (Education and Training Report) of the Fifth Annual Report of the Intelligence Information Handling Committee - 2 October 1972
8. Armed Services Grade Standard - 13 December 1972

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10. Mass Memory Symposium Proceedings - (at the printer's)
11. Proceedings of the Terminal Symposium (in draft)

28 March 1973

Response to Questions 4A through E

- a. Collection - 0%
- b. Processing and Exploitation - 80%

(1) Evaluation and Preparation of Processing and Exploitation Requirements.

A User's Requirements Working Group, established at the suggestion of the Chairman IHC, made its final report on 7 June 1972, which was discussed at the 13 September 1972 IHC meeting.

The SD&DS sponsored a survey [] of microfiche production and dissemination in the community.

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As of January 1972 it was determined that cooperation in this effort was adequate and required no formal program. It was noted, however, that microform storage of documents would need continuing coordination in the community to avoid redundant efforts and conserve resources.

(2) Preparation of Processing and Exploitation Tasking.

The System Design and Development Subcommittee had established three ad hoc panels to fulfill the IHC responsibilities under the Intelligence Guidance for COMINT Programming (USIB-S-9.4/12 of 30 April 1970). []

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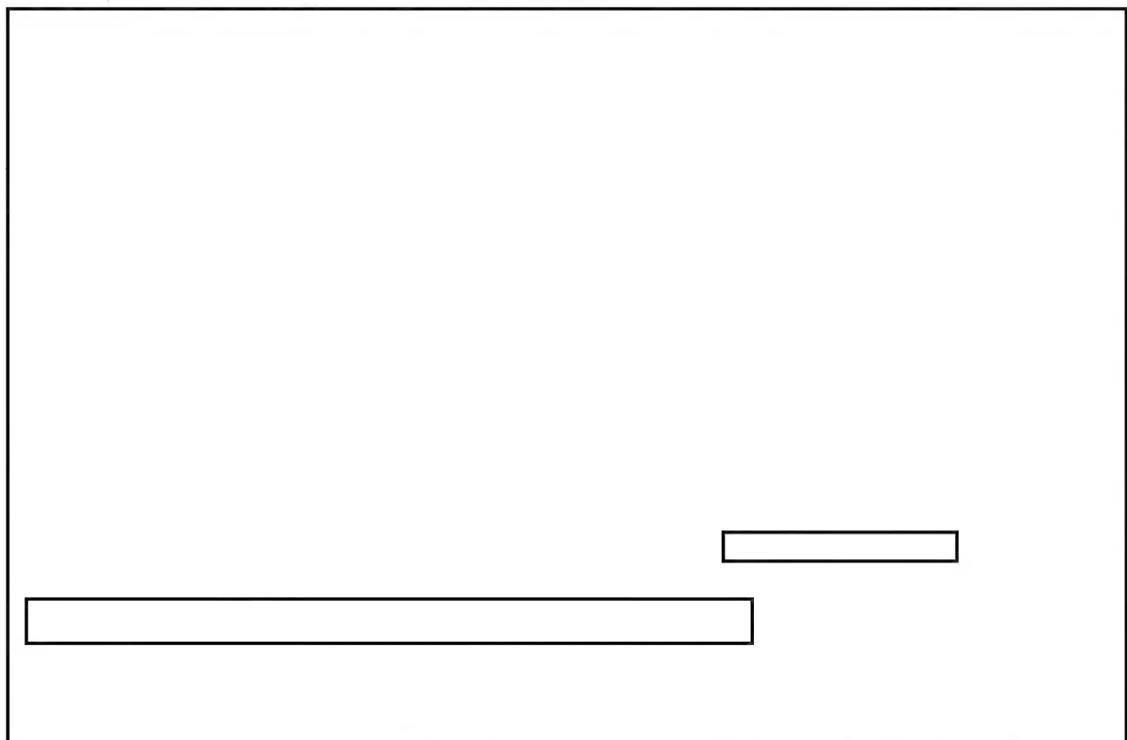
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- (3) Evaluation of Processing and Exploitation Programs.
- The IHC has the responsibility for the evaluation of the Community On-line Intelligence System (COINS) (DCI letter to COINS Mgr., 31 May 1968). During the period covered this responsibility has been demonstrated primarily in cooperation with the
- [redacted] examination of COINS and follow-on systems.

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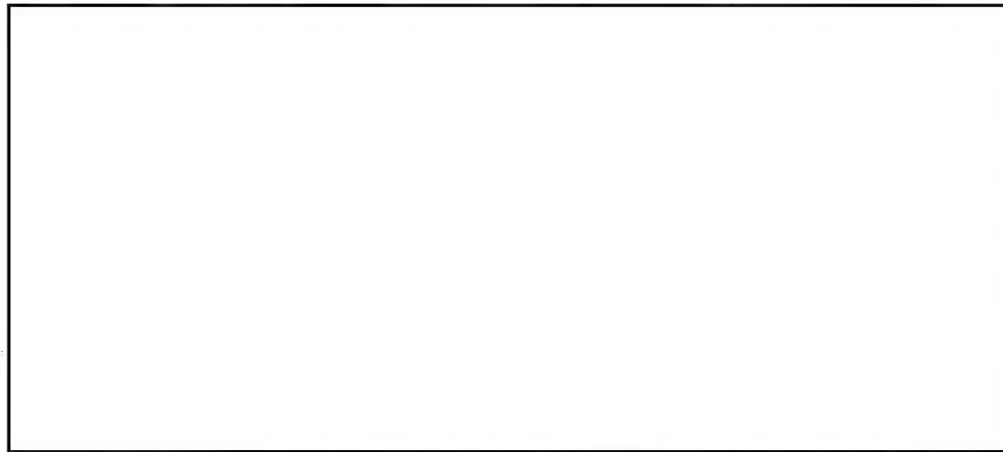
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- (4) Evaluation of Processing and Exploitation R&D Programs
- (a) The R&D Subcommittee of the IHC devoted its time during 1972 to the investigation of the numerous R&D efforts concerning community teleprocessing efforts to include:



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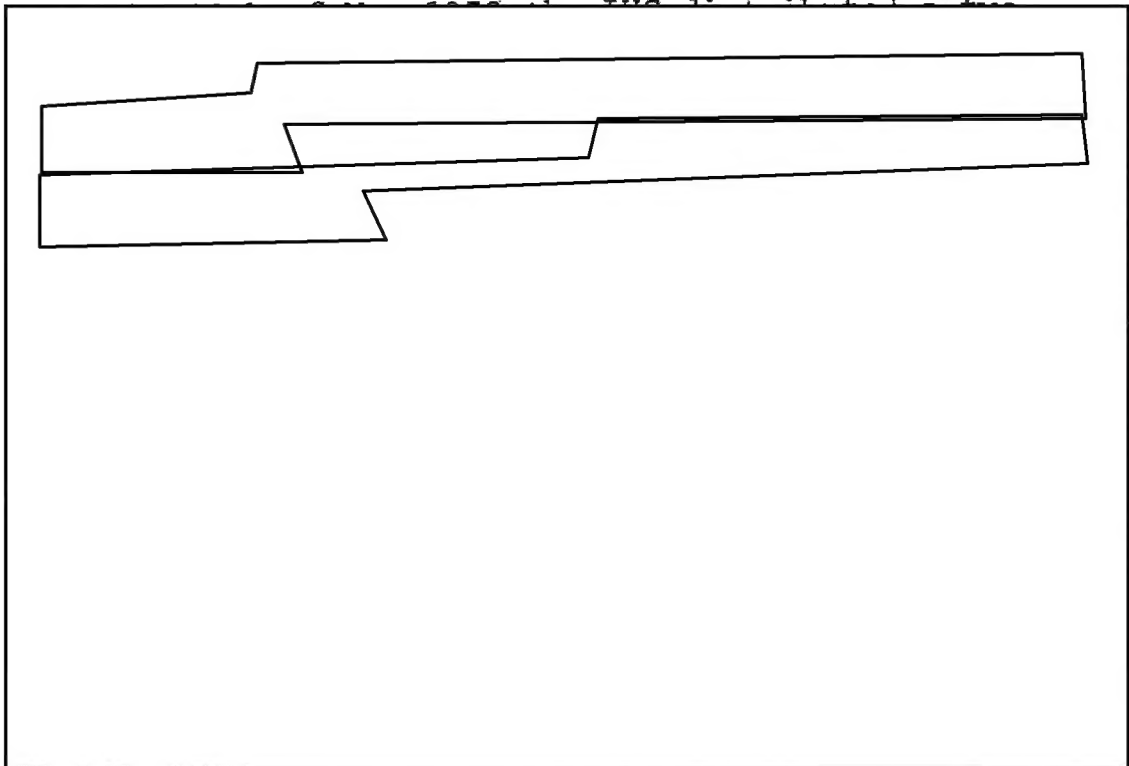
- (b) The Committee conducted two symposia closely connected with intelligence R&D in 1972--the Mass Memory Symposium in April and the Terminal Symposium in May. The symposia were attended by nearly 300 members of the intelligence and scientific communities. Both of these meetings were rated as highly useful to the community in later surveys.
- (5) Other
- Under the guidance of DCID 1/15 and the Office of Management and Budget Circular A-86, the Committee through its Standards Panel has conducted a program for developing data standards and codes for the exchange of information in the community. In December 1972 the first USIB Standard: "Armed Services Grade"

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was published. Experience with the COINS system has shown that such standards will make feasible an easier and more economical exchange of intelligence, especially through networks, than is now possible.



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c. Production 5%

(1) Preparation of Substantive Inputs to other Intelligence Products.



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(2) Preparation of Substantive Products for Direct Dissemination to Non-Intelligence Consumers.

None

(3) Evaluation of Intelligence Analyses and Products.

None

(4) Improving Production Techniques.

The Research and Development Subcommittee sponsored an

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Study Group which examined the indication and warning centers in the Washington area, and in April 1972 presented a plan for testing a new information network for these centers. This network would upgrade the centers' capabilities in current intelligence, indications and warning, and crisis management by giving them common secure voice communication, secure voice conferencing capability, transmission and reception of images or photographs, and remote terminal to computer data communication. This network has been delayed because of the shortage of funds available to build an operational test configuration.

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d. Identification of Consumer Needs 15%

(1) Solicitation of Consumer needs.

The Committee in the past has solicited community requirements for centralized data bases, types of files, follow-on systems to COINS, computer security, and standards.

(2) Evaluation and Analyses of Consumer Requests.

The IHC has often served as a forum by which the requirements of individual agencies receive a broad and thorough hearing. In 1972 this was especially true concerning the problem of computer security. The military services in particular have an immediate and pressing need to provide better and more thorough guidance in solving the security problems of the multi-level, remote access systems they are now installing. In conjunction with the National Bureau of Standards and the Computer Security Subcommittee of the Security Committee of USIB, several approaches toward solving this problem have been instituted by IHC.

The Standards Panel of the Committee has also acted as a forum to hear various agencies' priority needs for information exchange standards, and has evaluated the standards developed for it by the agencies before forwarding the standards to be established by the Committee as USIB standards.

(3) Preparation of Projections of Consumer Interest.

None

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(4) Other

In response to a recommendation from the President's Foreign Intelligence Advisory Board, the IHC had established an Information Science Center whose purpose was to upgrade information handling capabilities in the intelligence community.

The Education and Training Subcommittee had been organized to help fulfill this community need for analysts and other intelligence personnel trained in the latest techniques of information handling, as well as to channel community requirements to the Information Science Center.

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These community courses in information science have provided training for about 180 students in six separate courses since the beginning of FY73. CIA and NSA each provided one-third of the students; most of the other third consisting of students from DIA with a few from other parts

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of the intelligence community. Blocks of instruction in information science taught by the instructors from the community courses have been integrated into courses of training given analysts at CIA, DIA and NSA. Since the number of candidates for each session of the information science courses has consistently been five to ten times the number which can be accommodated, efforts are being made to augment the resources for information science training for FY74.

The Committee publishes each year an inventory of systems whose managers feel have some interest to other members of the community. Starting in 1972 this inventory has been published as an annex to our annual report. Originally designed as a collection of information on systems from which the constituent parts of a future community information system could be drawn, the inventory is now valuable to information system managers in satisfying their need for information on intelligence systems which might be valuable for them. The inventory now contains brief descriptions of 75 different intelligence systems.

e. Other

None

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12 March 1973

ORGANIZATION OF IHC SUBCOMMITTEES

1. The general mission of the IHC as delineated in DCID 1/4 (new) is as follows:

"The mission of the committee, under the general guidance of the Director of Central Intelligence, is to advise and assist the DCI in the discharge of his duties and responsibilities set forth in the NSCIDs with respect to intelligence information handling 1/ matters; to facilitate the timely and coordinated handling and exploitation of intelligence and intelligence information within the intelligence community; and to promote the continuing improvement, integration and effective use of community information handling resources."

To carry out this mission, it is proposed that the IHC establish the following subcommittees:

- 1/ Information handling includes the formulation of requirements for information exchange, the teleprocessing and receipt of information from collection sources, dissemination, transformation, indexing or categorization, storage, retrieval and presentation.

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- a. Guidance & Evaluation Subcommittee,
 - b. Systems Subcommittee, and
 - c. Telecommunications 2/ & Teleprocessing Subcommittee 3/.
2. Enclosure 1 depicts the structure of the IHC, IHC Support Staff and IHC subcommittees.
 3. With all three subcommittees working in concert the satisfaction of requirements will be subject to cost/benefit trade-offs.
 4. Guidance and Evaluation Subcommittee (G&ES)

a. Objective

(1) The Guidance and Evaluation Subcommittee will conduct systems analysis which will result in statements of requirements and verification of concept feasibility. Analyses and evaluations will be on the status of a system or improvements based on:

(a) Community and operational user stated requirements.

(b) Deficiencies identified through the analysis of either an operational or a funded developmental system, or program.

(c) Centralization of data bases.

(2) Validate requirements for the introduction

2/ Telecommunications - Any transmission, emission, or reception of signs signals, writings, images and sounds or information of any nature by wire, radio, visual or other electromagnetic means. (MIL STD 188C)

3/ Teleprocessing - A form of information handling in which a data-processing system utilizes communications facilities.

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in the intelligence community of improved methods, techniques, and facilities for processing multi-source information for improving or enhancing intelligence reports.

b. Tasks

(1) The following are general tasks that should be addressed by the G&ES:

(a) Recommend to the IHC and assist with coordinating the implementation of policies, directives and programming guidance in respect to the establishment and maintenance of community information handling.

(b) Keep the IHC appropriately advised and recommend changes concerning implementation of approved policies, procedures, guidance and standards relating to the flow, indexing, storage, and exchange of intelligence information.

(c) Identify the intelligence community information exchange requirements. The type of information, its detail, potential users and the need for exchange will be evaluated.

(d) Evaluate the efficiency, effectiveness, and utility of information handling systems.

(e) Identify certain primary and comprehensive subject matter files and/or data bases

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which would best be maintained by one USIB agency as a service of common concern, and recommend the assignment of responsibility for the establishment and maintenance of such files to a specified USIB agency.

(f) Provide assistance and encourage the development of standardized procedures for information handling to include the development of compatibility of files for automated storage and retrieval systems.

(g) Promote and assist in the coordination, as appropriate with the assistance of other committees of USIB, the development of community information handling capabilities which will provide on a timely basis, as required, relevant multi-source information in response to authorized queries.

(h) Identify security aspects of information handling systems which require coordination with the Security Committee of USIB ensuring that these aspects are given appropriate consideration.

(i) Coordinate the formulation and promulgation in appropriate manuals of Federal program

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4/ standards, for data elements, data codes and related features used in the exchange of intelligence information; determine and publish implementation schedules for approved standards; and assist as appropriate with the liaison with non-community organizations concerned with data element and code standards..

(j) Consider the adequacy of present department/agency systems and their potential for fulfilling community needs.

(k) Review the format and distribution of the output product, identify deficiencies, and recommend changes.

(l) Promote the establishment of education and training programs in information sciences.

(m) Identify the need for backup contingency systems.

4/ *"Federal Program Standards" for use in particular related programs concerning more than one agency, as defined in Bureau of the Budget Circular A-86, 30 September 1967.*

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5. Systems Subcommittee

a. Objective

(1) The Systems Subcommittee will conduct technical and operational systems analysis to insure that intelligence information exchange systems, processing centers, collection systems and current intelligence systems are processing and disseminating the intelligence information in an adequate, efficient, timely and economical manner. Analyses and evaluation will include system status or improvements based on:

(a) Validated requirements.

(b) Deficiencies identified through analysis of an operating or funded system under development.

(c) Technological advances.

(d) Centralization of data bases.

(2) Validate requirements for the introduction in the intelligence community of improved methods, techniques and facilities for processing multi-source information for improving intelligence reports.

b. Tasks

(1) The following are general tasks that should be addressed by the SS:

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(a) The Subcommittee will review and recommend systems and equipment used for intelligence information handling in the following areas: collection systems, current intelligence systems, intelligence information exchange systems and processing centers.

(b) The Subcommittee will evaluate equipment, software, procedures, standards, and architecture of the above areas in connection with efficient and effective use of the data, system comparisons and relationships, correlation of data from different systems, and locations of and methods of dissemination of intelligence data from processing centers.

(c) The evaluations, review, and recommendations will take into account the utility of existing ADP data handling systems resources, the potential use of existing facilities and the identification of intelligence information handling deficiencies.

(d) The Subcommittee will recommend to the IHC programming guidance with respect to the establishment and maintenance of community information handling systems.

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(e) The Subcommittee will formulate and recommend standards where standardization is judged valuable. Wherever practicable, standards chosen will be identical to, or compatible with, pre-existing or government standards under development. Special attention will be paid to standards compatibility where an interface exists with a system(s) where a set of government standards already apply.

(f) Reviews of planned and existing systems will include descriptions of viable alternatives and cost/performance trade-offs among these alternatives. Cost analysis will include acquisition, modification and five-year operating costs.

(g) The SS shall maintain current knowledge of ADP technology. The SS will recommend and/or support R&D programs under development by other government agencies when appropriate. As appropriate the SS will recommend that the IHC of USIB task other government agencies to conduct specific R&D experiments and test programs.

(h) The SS will aid in the development of contingency backup systems as endorsed by approved sources.

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6. Telecommunications & Teleprocessing Subcommitteea. Objective

(1) The Telecommunication and Teleprocessing Subcommittee will conduct technical and operational systems analysis of telecommunications and teleprocessing systems to insure efficient, timely and economical information flow. Analyses and evaluation will include system-status or improvements based on:

- (a) Validated requirements.
- (b) Deficiencies identified through analysis of the existing system(s), and
- (c) Opportunities resulting from technological advances.

(2) Present and alternative telecommunication/teleprocessing techniques will be subjects for cost/benefit trade-offs.

b. Tasks

(1) The following are general tasks that should be addressed by the T&TS:

- (a) The Subcommittee will review and recommend systems and equipment used to transfer information to, from and between elements of the collection systems, current intelligence systems, intelligence

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information exchange systems, and processing centers. Specific emphasis is to be given by the T&TS to communications (hardware and software) linking computer nodes within the community.

(b) Identify community teleprocessing and telecommunications requirements, and coordinate the development of teleprocessing and telecommunications capabilities.

(c) The evaluations, review and recommendations will take into account the utility of existing telecommunications and teleprocessing resources, the potential use of existing facilities, and the identification of telecommunication and teleprocessing deficiencies or redundancy.

(d) The Subcommittee will formulate and recommend standards where standardization is judged valuable. Wherever practicable, standards chosen will be identical to or compatible with pre-existing Federal standards. Special attention will be paid to standards compatibility where an interface exists with a system(s) where a set of Federal standards already apply.

(e) Review of planned and existing T&T systems will include descriptions of viable alternatives and cost/performance trade-offs among these alternatives. Cost analysis will include acquisition

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modifications and five year operating costs.

(f) The T&TS shall maintain current knowledge of T&T technology. The T&TS will recommend and/or support R&D programs under development by other government agencies when appropriate. When appropriate the T&TS will recommend that other government agencies be tasked to conduct specific R&D experiments and test programs.

(g) The T&TS will aid in the development of contingency backup systems, as endorsed by approved sources.

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7. General

The Systems Subcommittee and the Telecommunications 2/ & Teleprocessing 3/ Subcommittee together comprise a "system" and, therefore, the relationship of these two subcommittees of necessity has to be close. The Guidance and Evaluation Subcommittee, although it will be doing original work in determining requirements that will affect the work of the other two subcommittees, will be using the outputs of the other subcommittees which will enhance, modify, or establish a requirement. Thus the relationships of these three subcommittees to one another will and must be very close. In turn, the relationships of the IHC and its subcommittees will be very close to other USIB committees, particularly COMIREX, SIGINT, Watch Committee and NIC, JAEIC, CCPC, GMAIC and SECOM, and to the Intelligence Community Staff.

8. IHC Support Staff

a. The Chief of the IHC/SS will actively monitor the activities of the subcommittees in order to provide direction to and coordination between the subcommittees, other USIB subcommittees and the DCI Intelligence Community Staff.

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- b. The IHC/SS will assist the subcommittees in obtaining community information or support so that the subcommittees may accomplish their objectives in an efficient, effective and timely manner.
- c. It shall be the responsibility of the IHC/SS, with inputs from the IHC subcommittees, to develop a Register of Community Intelligence Information Systems.
- d. In order for the IHC/SS to accomplish the above objectives, it may be necessary to provide some outside contractor technical assistance to tie together the outputs of the three subcommittees and to conduct system trade-offs analyses.

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9. Action Memoranda. Action memoranda pertaining to a change in scope of existing or new operations/programs will be coordinated with all IHC members, other USIB committees as necessary, and with the IC Staff as appropriate, but in the latter case particularly when related to project/program funding.

As an example, an action memorandum for the ASD(I), DIR DIA OR DIRNSA would, after staff coordination, be submitted to the D/DCI/IC for approval and signature. In certain instances, where for example funding is significantly changed in a current fiscal year that affects a DoD military department, the action memorandum should be addressed to the Secretary of Defense or the Deputy Secretary of Defense and signed by the DCI.

Actions pertaining to in-house or minor contractor studies, development of standards, requests for information, etc., would be coordinated with the D/DCI/IC as necessary and sent to the appropriate Intelligence Community organization under the signature of the Chairman of the IHC, or in some cases, the IHC Executive Secretary/Chief, IHC/SS.

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C O N F I D E N T I A L

13 March 1973

MEMORANDUM FOR: Distribution

SUBJECT : Data Element and Code Standardization
for Intelligence Information

Under the authority of DCID 1/15, the IHC is responsible for developing standards for Data Elements and Data Codes as Program Standards for the Intelligence Community.

1. The definitions of data elements, data code, general and program standards are defined in Bureau of the Budget Circular A-86, 30 September 1967, Subject: "Standardization of Data Elements and Codes in Data Systems."

2. To best utilize the time of the IHC Support Staff (IHC/SS), IHC Subcommittees and Working Groups, the IHC will undertake the development of standards by utilizing the Assigned Responsible Agency (ARA) concept.

3. The following establishes the procedure for developing USIB standards using the ARA concept:

a. After the Guidance and Evaluation Subcommittee, or another authorized source, identifies a need for a standard, the IHC/SS will, after coordination with the community:

(1) Nominate an ARA for the proposed standard;

(2) Identify USIB members who should participate in the development of the standard;

(3) Prepare an ARA tasking paper for the IHC's review and approval; and

(4) Forward the approved tasking paper to the ARA for action.

4. If the tasking paper is not approved by the IHC, it will be returned to the IHC/SS for further appropriate action.

5. The ARA will:

a. Establish a Working Group to develop the standard;

b. Inform the IHC, via the IHC/SS, at least bi-monthly of current progress on the task; and

c. Submit the draft standard to the IHC/SS for review.

6. If the results of the ARA developed standard meet the objectives of the IHC tasking request, the IHC/SS will forward the draft standard to the IHC for approval.

7. If approved, the IHC will promulgate the standard with an appropriate covering IHC/USIB

memorandum assigning the maintenance responsibility of the standard to the ARA and insuring that changes/modifications to the standard are forwarded to appropriate users and the IHC/SS.

8. If, upon the IHC/SS review, the standard is found inadequate one of the following actions will occur:

- a. Return the standard to the ARA with recommendations for further development; or
- b. Forward the draft standard to the Guidance and Evaluation Subcommittee for its review.

If the problem is resolved by the subcommittee, it will be returned to the ARA for further appropriate action. If the problem cannot be resolved, then the IHC/SS will review the subcommittee's findings and submit appropriate recommendations to the IHC. The IHC will then determine the next course of action.

9. The tasking document from the IHC will include a proposed completion date for the preparation of the standard. The ARA standard will include a proposed implementation date for the standard and, if appropriate, a schedule for adoption by individual agencies and estimated cost of implementation. Subsequent maintenance and promulgation of changes to the approved

standard will be accomplished by the ARA with IHC approval as required.

10. A flow chart depicting the above actions is provided as Enclosure 1 to this memorandum. A Priority list of suggested standards for development is provided as Enclosure 2.

11. The proposed effective date for implementing this procedure is

APPROVED:

25X1

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Attachment B to
DCI/IC 73-0500

11. It is recommended that the Intelligence Information Handling Committee be retained as a DCI Committee charged with (a) identifying and recommending the allocation of responsibilities for the maintenance of centralized data bases and files by agency, (b) providing tasking guidance to established centers, (c) establishing appropriate teleprocessing, telecommunications and data element and code standardization guidelines, and (d) coordinating training in information handling. The IC Staff would be responsible for long range planning and resource programming guidance functions in the information handling area.

12. Other than as stated in the foregoing, it is recommended that all current USIB committees be disestablished, including the HUMINT Requirements Committee, and that the USIB Secretariat be appended to the IC Staff.

13. Pending approval by the DCI of a set of recommendation for reorganization of the current USIB Committee Structure, it is recommended that the Survey Group be directed to undertake a Phase II effort for the purpose of:

- a. Drafting of appropriate DCIDs.

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